

Vendor Self Service: How to Register



Customer Resource Center

eMARS Training

Phone: 502-564-9641

Toll free: 877-973-4357

email: Finance.CRCGroup@ky.gov

emars.ky.gov

eprocurement.ky.gov

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1 – Purpose

To provide step-by-step registration instructions for new vendors who have not done business with the Commonwealth of Kentucky. This guide will cover only the required fields needed to complete the registration process.

Kentucky Vendor Self Service (VSS) will be used to post opportunities to bid. Additionally, the VSS portal will allow vendors to maintain account information and receive email notifications for relevant opportunities.

Please Note:

If you or your organization has done business with the Commonwealth of Kentucky in the past, your organization's information may already be in the VSS system. If so, you will not need to register, but may need to follow the procedure to activate your account.

2 – Preparation

Please assemble the following information before starting the VSS registration process:

- Legal Name
- DBA Name (If applicable)
- Tax Organization Type and Classification Type
- Federal Tax ID number (EIN or SSN)
- Ordering and Payment address information
- Contact Information (name, address, email, phone and fax)
 - Account Administrator (person responsible for your account)
 - Ordering
 - Payment
- All applicable NIGP Commodity Codes
 - Please Note: Commodity codes selected will determine which solicitation email notices your organization will receive.
 - When registering, you will be asked to select from a list of five-digit (5) commodity codes. Please click on the following link to access a list of NIGP *commodity codes used by the Commonwealth of Kentucky*:

http://finance.ky.gov/services/eprocurement/Documents/Commodity_Code_Listings_5_Digit.xls

3 – Registration

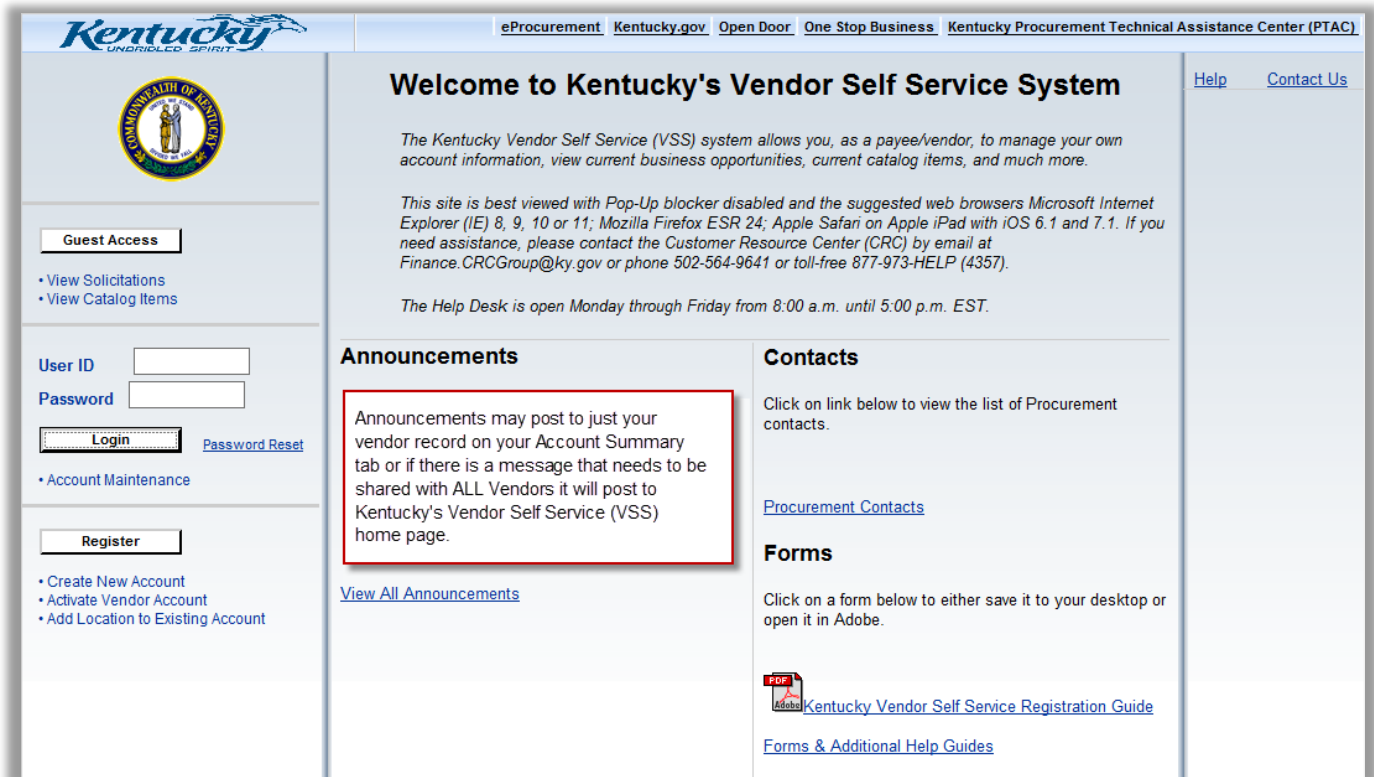
Kentucky Vendor Self Service Website

1. Please access Kentucky Vendor Self Service's login screen at:

emars.ky.gov

to start the registration process.

- Please click on the **Register** button.



The screenshot shows the Kentucky Vendor Self Service System homepage. At the top, there is a navigation bar with links: eProcurement, Kentucky.gov, Open Door, One Stop Business, and Kentucky Procurement Technical Assistance Center (PTAC). The main heading is "Welcome to Kentucky's Vendor Self Service System". Below this, there is a paragraph explaining the system's purpose and a note about browser compatibility. A "Guest Access" section includes links for "View Solicitations" and "View Catalog Items". The "User ID" and "Password" fields are present, along with a "Login" button and a "Password Reset" link. A "Register" button is also visible, with links for "Create New Account", "Activate Vendor Account", and "Add Location to Existing Account". On the right side, there are sections for "Announcements" (with a red box highlighting a message about announcements), "Contacts" (with a link to "Procurement Contacts"), and "Forms" (with a link to "Kentucky Vendor Self Service Registration Guide").

Registration Agreement

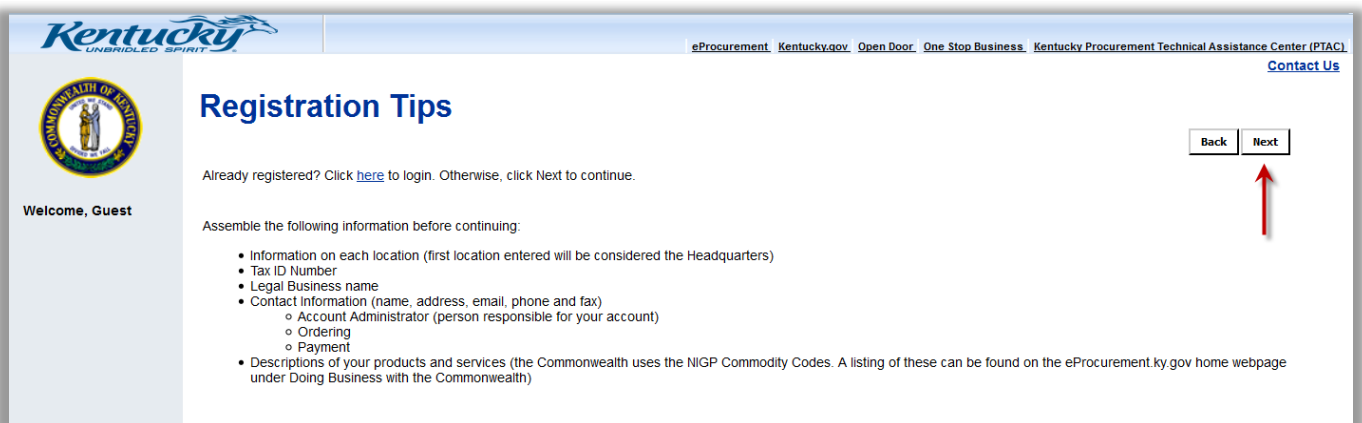
- The *Registration Agreement* page will be displayed. Please read the Registration Agreement. If you agree, click “Accept Terms”. If you do not agree, click “Reject Terms” and you will be returned to the Home page.



The screenshot shows the 'Registration Agreement' page on the Kentucky eProcurement website. The page header includes the Kentucky logo and navigation links: eProcurement, Kentucky.gov, Open Door, One Stop Business, Kentucky Procurement Technical Assistance Center (PTAC), and Contact Us. The main heading is 'Registration Agreement'. Below it, a welcome message says 'Welcome, Guest'. The text explains that the user must accept the terms to register as a vendor with VSS. It lists three main points: 1. The Vendor shall use VSS vendor registration update functionality to update the Vendor's registration information whenever necessary to ensure that the registration information remains accurate and complete at all times. 2. The Vendor hereby warrants that the information provided by the Vendor through the VSS registration and VSS registration update functionality shall at all times be accurate, complete and current. The Vendor further warrants that each agency and public body shall be entitled at all times to rely conclusively on the currency, accuracy and completeness of the information the Vendor has provided through the VSS registration and VSS registration update functionality as of that date even if different information is or has been available to or received by agency or public body personnel through means other than the VSS registration and registration update functionality. 3. The Vendor agrees to use an electronic signature in order to facilitate electronic transactions with state government. The use of an electronic signature is stipulated under KRS 369.101-369.120. There is only one password code given out per vendor and it must be under the sole control of the person using it. This code is used to submit solicitation responses. It is the vendor's responsibility to safeguard the password codes to ensure that the person it is being given to has the authority to enter into a contract with the Commonwealth of Kentucky and/or to make changes to the vendor's record. The password code must not be shared amongst users. The vendor is hereby notified that any electronic solicitation responses or electronic requests to change the vendor's records are legally binding, if authorized using their password code. Below the text, there are two buttons: 'Accept Terms' and 'Reject Terms'. A red arrow points to the 'Accept Terms' button.

Registration Tips

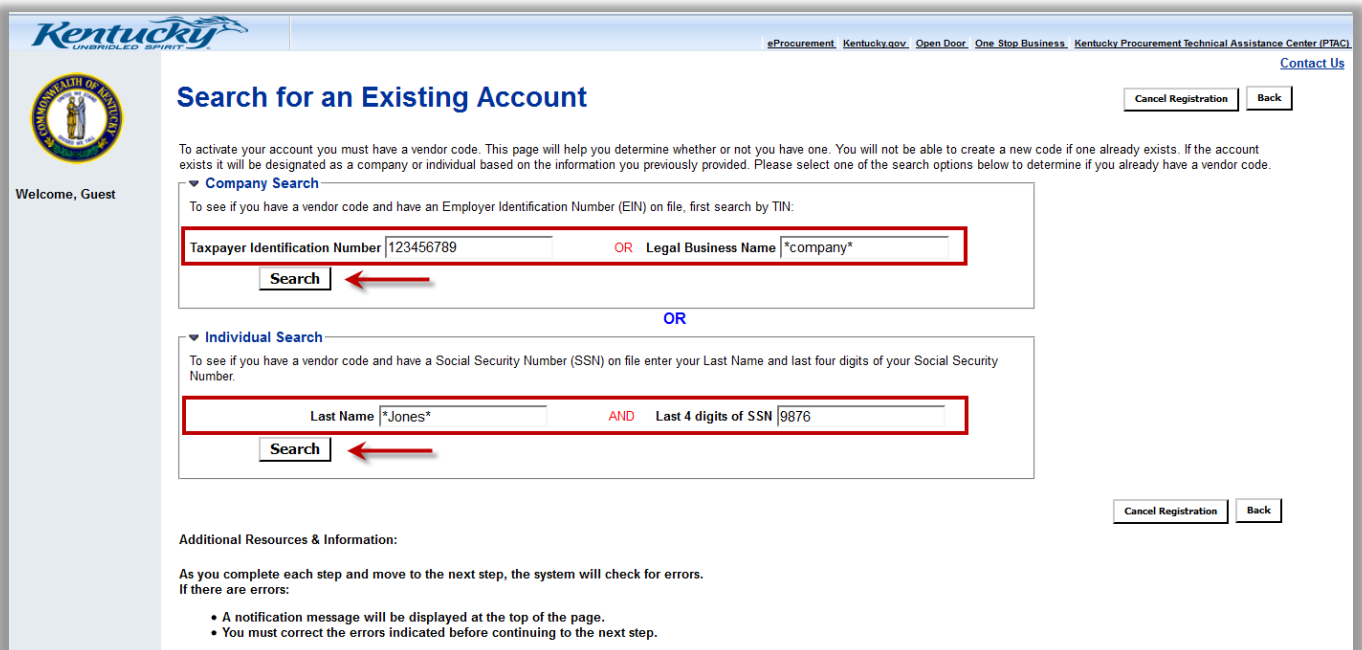
- The *Registration Tips* page will be display as a reminder to gather the list of information to complete your registration. Click on the **Next** button.



The screenshot shows the 'Registration Tips' page on the Kentucky eProcurement website. The page header includes the Kentucky logo and navigation links: eProcurement, Kentucky.gov, Open Door, One Stop Business, Kentucky Procurement Technical Assistance Center (PTAC), and Contact Us. The main heading is 'Registration Tips'. Below it, a welcome message says 'Welcome, Guest'. The text asks if the user is already registered and provides a link to login. Otherwise, it says to click Next to continue. Below this, it lists the information to assemble before continuing: Information on each location (first location entered will be considered the Headquarters), Tax ID Number, Legal Business name, Contact information (name, address, email, phone and fax), Account Administrator (person responsible for your account), Ordering, Payment, and Descriptions of your products and services (the Commonwealth uses the NIGP Commodity Codes. A listing of these can be found on the eProcurement.ky.gov home webpage under Doing Business with the Commonwealth). At the bottom right, there are two buttons: 'Back' and 'Next'. A red arrow points to the 'Next' button.

Search for an Existing Account

4. The *Search for an Existing Account* page will be displayed. To ensure that you or your organization has not been previously registered, please enter your information into the appropriate search fields.
 - If you are registering a company-like entity, enter the Federal Employer Identification Number (EIN) or a part of the company's name in the respective field and click the **Search** button.
 - If you are registering as an individual, enter the individual's last name and Last 4 digits of the SSN into the respective fields and click the **Search** button.



Search for an Existing Account

To activate your account you must have a vendor code. This page will help you determine whether or not you have one. You will not be able to create a new code if one already exists. If the account exists it will be designated as a company or individual based on the information you previously provided. Please select one of the search options below to determine if you already have a vendor code.

Company Search

To see if you have a vendor code and have an Employer Identification Number (EIN) on file, first search by TIN:

Taxpayer Identification Number OR Legal Business Name

Search

OR

Individual Search

To see if you have a vendor code and have a Social Security Number (SSN) on file enter your Last Name and last four digits of your Social Security Number.

Last Name AND Last 4 digits of SSN

Search

Additional Resources & Information:

As you complete each step and move to the next step, the system will check for errors. If there are errors:

- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.

Please Note:

When entering your Legal Business Name or Last Name a wildcard (*) will be placed before and after your entry. You may also add an asterisk between the Legal Business Name if you are unsure how it might be listed (example: *Kentucky*Proud*)

5. View the search results. Follow the instruction according to the answer to the question, "Has your account been found and listed above?"
 - If you are already registered and activated, contact your account administrator to create an account user ID for you. If that person is no longer with your company, contact the Finance Customer Resource Center (CRC) by email at Finance.CRCGroup@ky.gov or phone 502-564-9641 or toll-free 877-973-HELP (4357) to assist with updating your account.
 - If you are registered but not Activated, click on "**Click here to activate your account**" link.
 - If your account is registered but it is not your business location, click "**Add Business Location**" and follow the steps to complete this process.
 - If your registration is in progress, click on "**Click to Continue Registration**"
 - If your organization is not listed, click on the **New Registration** button.

The following exists for the information you entered:

Vendor Number	Legal Business Name	Alias/DBA Name	Activated?	
VS1000000001	Test Vendor Record		Yes	Contact your Administrator Add Business Location
VS2000000001	3.10 Test Vendor	Test Vendor 310	Yes	Contact your Administrator Add Business Location
VC2000000003	310 Test Vendor 092815		No	Click here to activate your account
VS10000000668	N/A		In Process	Click to Continue Registration

Has your account been found and listed above?

Yes, but it is already registered → Click the "Contact your Administrator" link to determine who you need to contact for access.

Yes, but it is not yet registered → Click the "Click here to activate your account" link to begin the process for activating your account.

Yes, but not my business location → Click the "Add Business Location" link to add your business location.

Yes, but the registration is already in progress → Click the "Click to continue registration" link to login and continue activating your account.

No, register now. → Click the "New Registration" button to create a vendor code and account. **New Registration** 

[Cancel Registration](#) [Back](#)

My User Information

6. The *My User Information* page will be displayed. Create your User ID and password, and enter the account holder's contact information. Click on the **Next** button.

My User Information [Cancel Registration](#) [Back](#) [Next](#)

Welcome, Guest

Create your user ID here. You will be assigned the role of Primary Account Administrator. Please see the Frequently Asked Questions for additional details about the Primary Account Administrator role.

☐ User Information
☐ Verify and Submit Registration

General Information

*User ID (case sensitive): (User ID should be between 2 and 16 characters in length)

*First Name:

*Last Name:

*Email:

*Re-enter Email:

*Phone: Ext.:

Fax:

YOU WILL NEED THIS INFORMATION TO LOGIN SO PLEASE KEEP THIS IN A SAFE AND SECURE PLACE.

BOTH THE USER ID AND PASSWORD ARE CASE SENSITIVE.

Password

*Password (case sensitive): (Passwords should be between 2 and 16 characters in length)


*Re-enter Password:

*Security Question:

*Security Answer (case sensitive):

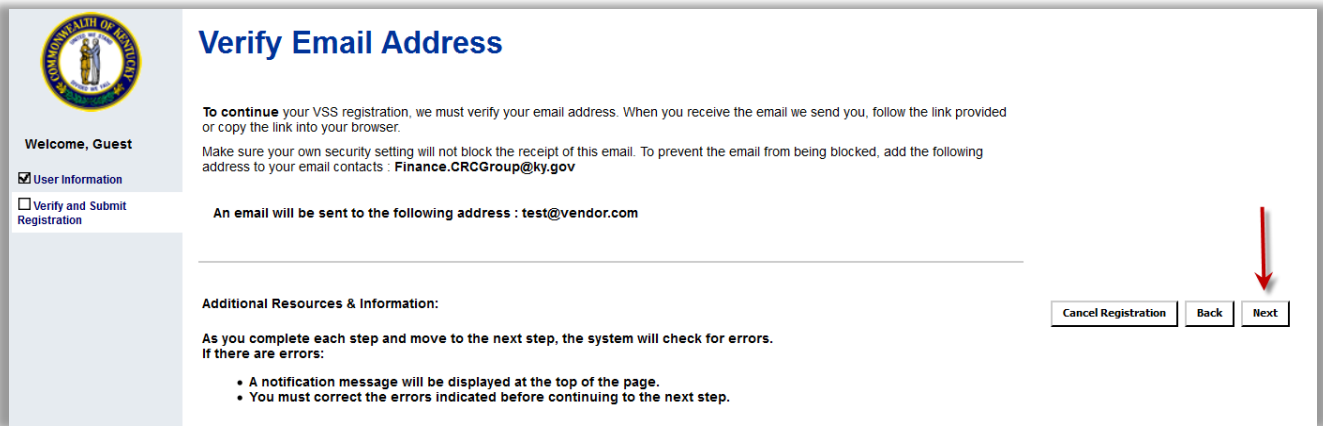
*Re-enter Security Answer:

* Indicates a required field

Additional Resources & Information: [Cancel Registration](#) [Back](#) [Next](#) 


Verify Email Address

7. The *Verify Email Address* page will be displayed. Verify the email address entered is correct. VSS will be sending a confirmation email to verify your email address. Please make sure the security settings on your computer will not block this email. It will be from Finance.CRCGroup@ky.gov. Click on the **Next** button.



The screenshot shows the 'Verify Email Address' page. On the left is a sidebar with the Kentucky state seal and the text 'Welcome, Guest'. Below this are two checkboxes: 'User Information' (checked) and 'Verify and Submit Registration' (unchecked). The main content area has the title 'Verify Email Address' and instructions: 'To continue your VSS registration, we must verify your email address. When you receive the email we send you, follow the link provided or copy the link into your browser. Make sure your own security setting will not block the receipt of this email. To prevent the email from being blocked, add the following address to your email contacts : Finance.CRCGroup@ky.gov'. Below this, it says 'An email will be sent to the following address : test@vendor.com'. At the bottom left, under 'Additional Resources & Information:', it says 'As you complete each step and move to the next step, the system will check for errors. If there are errors:' followed by a bulleted list: 'A notification message will be displayed at the top of the page.' and 'You must correct the errors indicated before continuing to the next step.' At the bottom right are three buttons: 'Cancel Registration', 'Back', and 'Next'. A red arrow points down to the 'Next' button.

8. The *Thank You* page will be displayed. You can pause here and check your email for an email from Finance.CRCGroup@ky.gov. Then click **Close Browser**.



The screenshot shows the 'Thank You' page. At the top is the Kentucky state seal and the text 'Kentucky UNBRIDLED SPIRIT'. The title is 'Thank You!'. Below the title, it says 'A verification email was sent to you.' followed by a numbered list: '1. Open the email' and '2. Click the link provided in the email'. Below this is the section 'Cannot click the link in the email?' followed by a numbered list: '1. Copy the link from the email' and '2. Paste it into your browser'. Below this is the section 'Have not received a Verification Email?' followed by a numbered list: '1. Login to VSS as an Activated User using your User ID and Password', '2. Correct your email address and click Next', and '3. Click Next again to verify your email address'. At the bottom right is a button labeled 'Close Browser'.

9. In your email box, open the email from Finance.CRCGroup@ky.gov and click on the link provided. This link will only work one (1) time. After that you will need to login from emars.ky.gov.

Test Jones:

By clicking the link below, you are verifying the email address that you have created for your Kentucky Vendor Self Service (VSS) user information. This email address will be used as a primary method of correspondence.

If you cannot click on the link below, you may copy and paste it into your browser.

<http://emarsuatonline.state.ky.us/webapp/vssuatonline1/AltSelfService?EmailToken=03854218002268539023>

Thank You

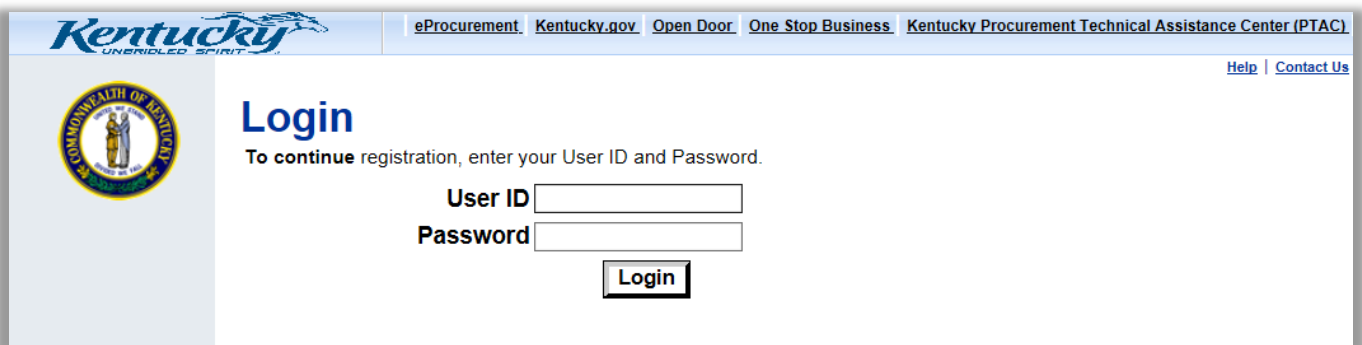
Customer Resource Center (CRC)

Finance.CRCGroup@ky.gov

502-564-9641 or toll-free 877-973-HELP (4357).

The Help Desk is open Monday through Friday from 7:30 a.m. until 5:00 p.m. EST.

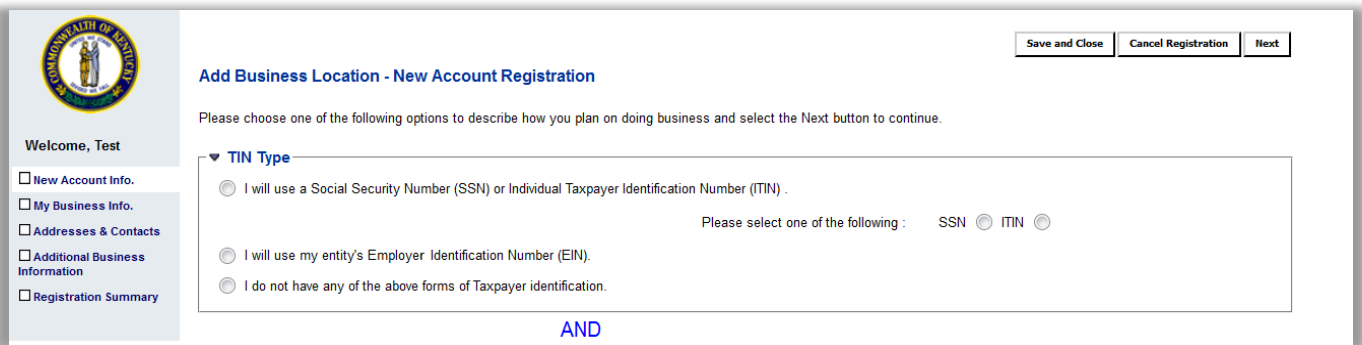
10. You should be taken to a VSS login webpage. Enter your User Id and Password previously created and click the **Login** button. User ID and Password are case sensitive.



The screenshot shows the Kentucky Vendor Self Service (VSS) Login page. At the top, there is a navigation bar with links: [eProcurement](#), [Kentucky.gov](#), [Open Door](#), [One Stop Business](#), and [Kentucky Procurement Technical Assistance Center \(PTAC\)](#). On the right side of the navigation bar, there are links for [Help](#) and [Contact Us](#). The main content area features the Kentucky State Seal on the left and the following text: "Login", "To continue registration, enter your User ID and Password.", "User ID" followed by a text input field, "Password" followed by a text input field, and a "Login" button.

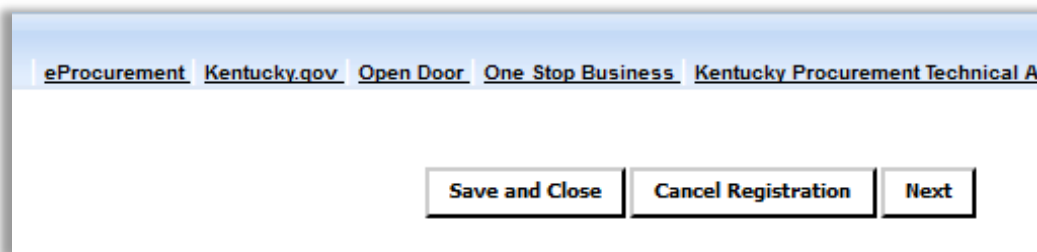
New Account Registration

11. The *New Account Registration* page will be displayed. Under the *TIN Type* section, select the type of Taxpayer Identification Number (TIN) you will be using to register your vendor account.
- If you are registering as an individual entity, you will select “I will use a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN)”. Then you will need to choose either SSN or ITIN.
 - If you are registering as company or a company-like entity, you will select “I will use my entity’s Employer Identification Number (EIN)”.

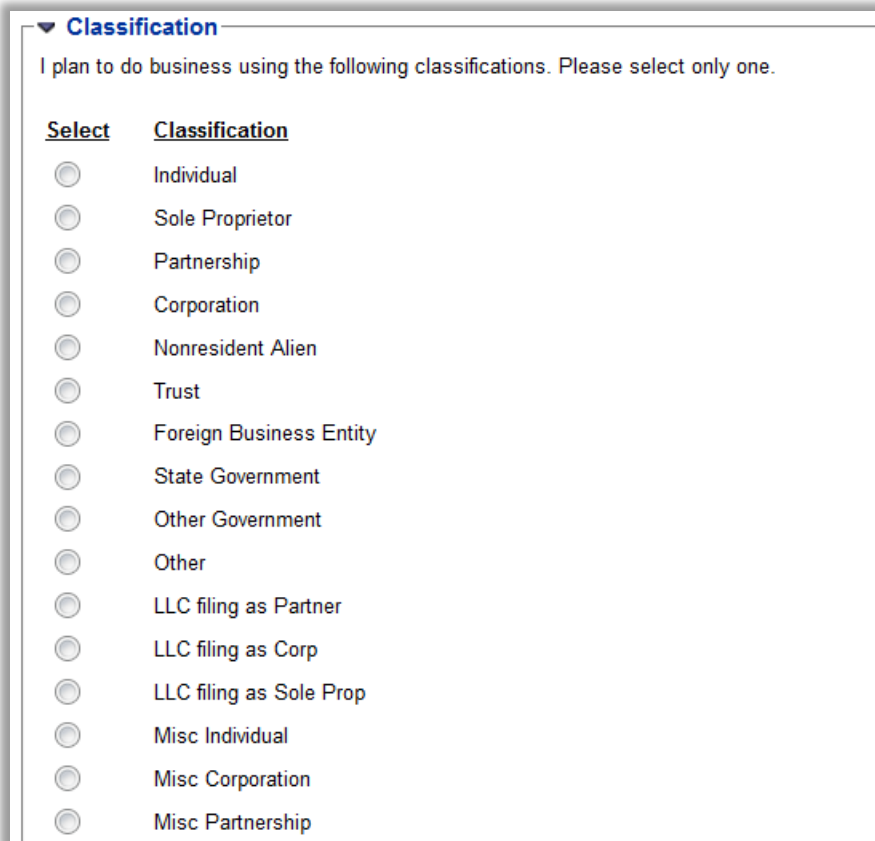


Please Note:

You will be able to “Save and Close” at anytime and continue your registration at a later date. If you click “Cancel Registration” at any time throughout this process it will completely cancel your registration and you will have to start over from the beginning with My User Information.



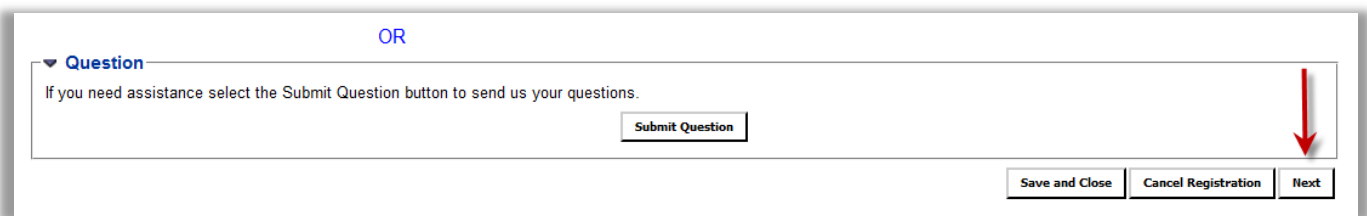
12. Under the *Classification* section, select the appropriate classification that describes your organization. This must be a valid combination with the TIN Type selected. Click the **Next** button.



▼ **Classification**

I plan to do business using the following classifications. Please select only one.

Select	Classification
<input type="radio"/>	Individual
<input type="radio"/>	Sole Proprietor
<input type="radio"/>	Partnership
<input type="radio"/>	Corporation
<input type="radio"/>	Nonresident Alien
<input type="radio"/>	Trust
<input type="radio"/>	Foreign Business Entity
<input type="radio"/>	State Government
<input type="radio"/>	Other Government
<input type="radio"/>	Other
<input type="radio"/>	LLC filing as Partner
<input type="radio"/>	LLC filing as Corp
<input type="radio"/>	LLC filing as Sole Prop
<input type="radio"/>	Misc Individual
<input type="radio"/>	Misc Corporation
<input type="radio"/>	Misc Partnership



OR

▼ **Question**

If you need assistance select the Submit Question button to send us your questions.

A red arrow points to the **Next** button.


[My Business Information](#)

13. The *My Business Information* page should be displayed. Depending on your selection on the previous *New Account Registration* page, the appropriate fields should appear for you to complete.
- If you have indicated that your organization is an individual, the First Name and Last Name field will appear for you to complete.
 - If you have indicated that your organization is a company, the Legal Name field will appear for you to complete.

[Continued on Next Page]

14. Complete the required fields that are indicated with a red asterisk, such as your Taxpayer ID Number and 1099 Address information. Click on the **Next** button.

- The 1099 Address Information address is where the Commonwealth will be sending your annual 1099 form, if applicable.
- The field selected for **Verify My Location by** will be used if you chose to add an additional location to your Headquarters account.
- We also ask that you enter the **Location Name** (your physical street address) and your Location Web Address if you have one.



Welcome, Test

☒ New Account Info.

☐ My Business Info.

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

Step 2: My Business Information

Save and Close Cancel Registration Back Next

Please enter the general information below. Fields with a red asterisk (*) indicate required fields. Some of the fields are populated with data gathered from the questions you previously answered. Please review all information carefully before proceeding. You must select the Save and Close prior to exiting. If you do not, you will have to re-enter all data again.

Location Verification

This section will be used to establish a verification code that other locations within your company will be required to use when registering a new location for your company.

*Verify My Locations by :

The below fields are required only if you selected "Create My Own" above.

Vendor Verification Based on :

Vendor Verification Password :

Confirm Verification Password :

Organization Information

*Organization Type : Change

Foreign Tax ID :

*A Change to this field will remove all data previously entered.

*Classification :

W-8 Form :

9 digits (No dashes)

Location Name :

Internet Catalog :

Please include Http:// or Https.

Location Web Address :

Preferred Ordering Method :

Number of Employees :

Pcard Acceptance Level :


Annual Income :

Legal Name Information

*Legal Name on W-9 :

Business Name (Alias/DBA) :

Name on Check :



Welcome, Test

☒ New Account Info.

☐ My Business Info.

☐ Addresses & Contacts

☐ Additional Business Information

☐ Registration Summary

1099 TIN Information

Create Taxpayer ID Number :

*Taxpayer ID Number :

Re-enter Taxpayer ID Number :

Taxpayer ID Number Type : EIN

1099 Reportable : Yes

Legal (1099) Address Information

*Street 1 :

*City :

*State/ Province :

*Zip/Postal Code :

Discount Information

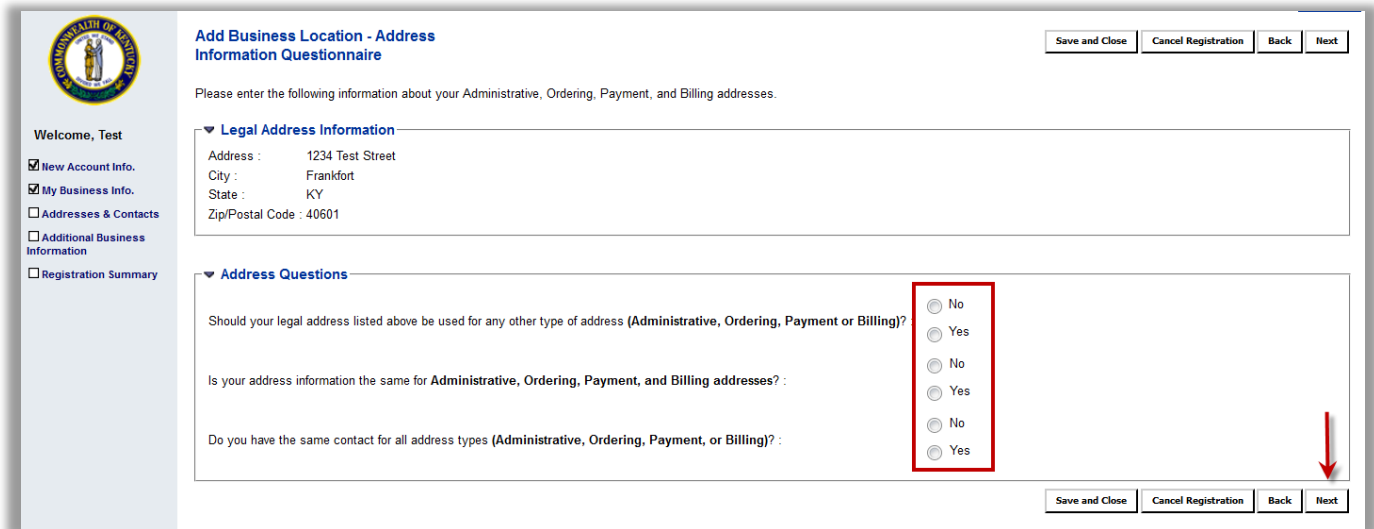
If appropriate, please enter any Discount Terms you offer for prompt payment of invoices.

Number of Days 1 : <input type="text"/>	Discount Percent 1 : <input type="text"/>
Number of Days 2 : <input type="text"/>	Discount Percent 2 : <input type="text"/>
Number of Days 3 : <input type="text"/>	Discount Percent 3 : <input type="text"/>
Number of Days 4 : <input type="text"/>	Discount Percent 4 : <input type="text"/>

Save and Close Cancel Registration Back Next

Address Information Questionnaire

15. The *Address Information Questionnaire* page should be displayed. Select **Yes** or **No** to the questions to indicate if the Legal Address Information you entered in the previous *My Business Information* page will be also used for your Administrative, Ordering, Payment, and Billing address. Click on the **Next** button.



Add Business Location - Address Information Questionnaire

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

Legal Address Information

Address : 1234 Test Street
City : Frankfort
State : KY
Zip/Postal Code : 40601

Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?

Is your address information the same for Administrative, Ordering, Payment, and Billing addresses? :

Do you have the same contact for all address types (Administrative, Ordering, Payment, or Billing)? :

Save and Close Cancel Registration Back Next

Address and Contacts

16. The *Address and Contacts* page should be displayed. Complete the required fields that are indicated with a red asterisk. Click on the **Next** button.
- Select the check box next to Billing to indicate if you want to provide a billing address for invoices from the Commonwealth. This address is **optional** and will only be used if you are *Customer* of the Commonwealth. A Customer is defined as someone that will be paying the Commonwealth; such as taxes or licenses.

[Continued on Next Page]



Welcome, Test

- ☒ New Account Info.
- ☒ My Business Info.
- ☐ Addresses & Contacts
- ☐ Additional Business Information
- ☐ Registration Summary

Uncheck if you are not a Customer

Step 3: Addresses and Contacts

Save and Close

Cancel Registration

Back

Next

Based on the answers you provided on the previous page additional information may be required to capture address and contact details for each of your different address types. If you wish to enter the same address and contact combination for each type enter all of the required fields below related to your Administrative, Ordering, Payment, and Billing address and select the Next button to proceed. Please note that your Billing address information is optional. If you do have separate address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on multiple pages.

☒ *Administrative

☒ *Ordering

☒ *Payment

☒ Billing *Entering a Billing Address is optional. Please uncheck this box prior to clicking 'Next' if you would prefer to enter a Billing Address at a later time.

▼ Address Information

*Street 1 : 1234 Test Street

Street Address, P.O. Box, Company Name, etc.

Street 2 :

Street Address, P.O. Box, Company Name, etc.

*City : Frankfort

*State/Province : Kentucky

Zip/Postal Code : 40601

Country : United States

County :

*Phone :

XXX-XXX-XXXX

Ext. :

Additional Address Info :

Division/Department :

▼ Contact Information

For the address type shown above, please enter a contact person.

*Principal Contact :

Fax :

*Phone :

Fax Extension :

Phone Extension :

Alternate Fax :

Alternate Phone :

Alternate Fax Extension :

Alternate Phone Extension :

Email :

English Spoken : ☒

Correspondence Type :

Save and Close

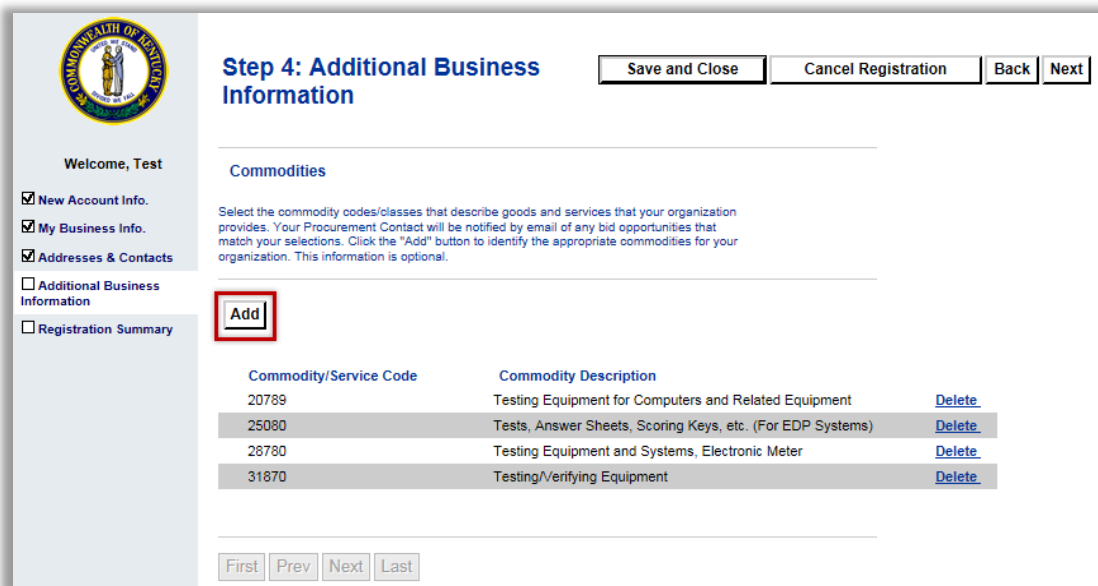
Cancel Registration

Back

Next

Additional Business Information

17. The *Additional Business Information* page should be displayed. This page is where you can associate Commodity Codes or Business Types to your account.
 - Commodity Codes are 5-digit codes that represent a good or service.
 - Business Types are used to indicate your organization's business structure. You can indicate such business types such as Minority Business or Small Business.
18. Click the **Add** button and select all Commodities that apply to the Goods or Services that you or your company can provide. Once you have made your selections you must click **OK** (not hit [Enter]) to add them to your vendor record.



Step 4: Additional Business Information

Save and Close Cancel Registration Back Next

Welcome, Test

☒ New Account Info.
☒ My Business Info.
☒ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

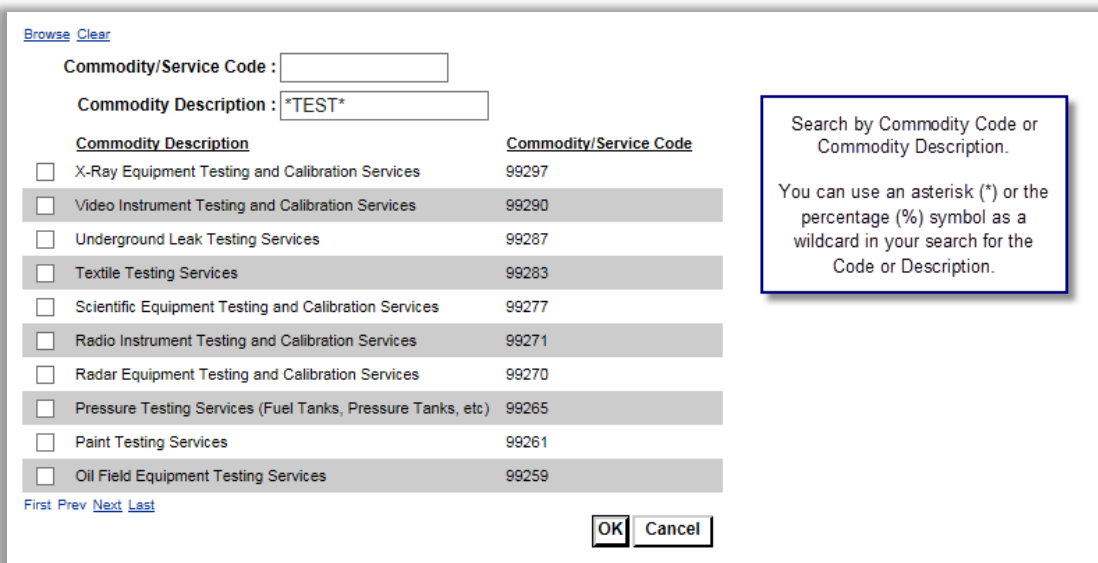
Commodities

Select the commodity codes/classes that describe goods and services that your organization provides. Your Procurement Contact will be notified by email of any bid opportunities that match your selections. Click the "Add" button to identify the appropriate commodities for your organization. This information is optional.

Add

Commodity/Service Code	Commodity Description	Delete
20789	Testing Equipment for Computers and Related Equipment	Delete
25080	Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	Delete
28780	Testing Equipment and Systems, Electronic Meter	Delete
31870	Testing/Verifying Equipment	Delete

First Prev Next Last



Browse Clear

Commodity/Service Code :

Commodity Description :

Commodity Description	Commodity/Service Code
<input type="checkbox"/> X-Ray Equipment Testing and Calibration Services	99297
<input type="checkbox"/> Video Instrument Testing and Calibration Services	99290
<input type="checkbox"/> Underground Leak Testing Services	99287
<input type="checkbox"/> Textile Testing Services	99283
<input type="checkbox"/> Scientific Equipment Testing and Calibration Services	99277
<input type="checkbox"/> Radio Instrument Testing and Calibration Services	99271
<input type="checkbox"/> Radar Equipment Testing and Calibration Services	99270
<input type="checkbox"/> Pressure Testing Services (Fuel Tanks, Pressure Tanks, etc)	99265
<input type="checkbox"/> Paint Testing Services	99261
<input type="checkbox"/> Oil Field Equipment Testing Services	99259

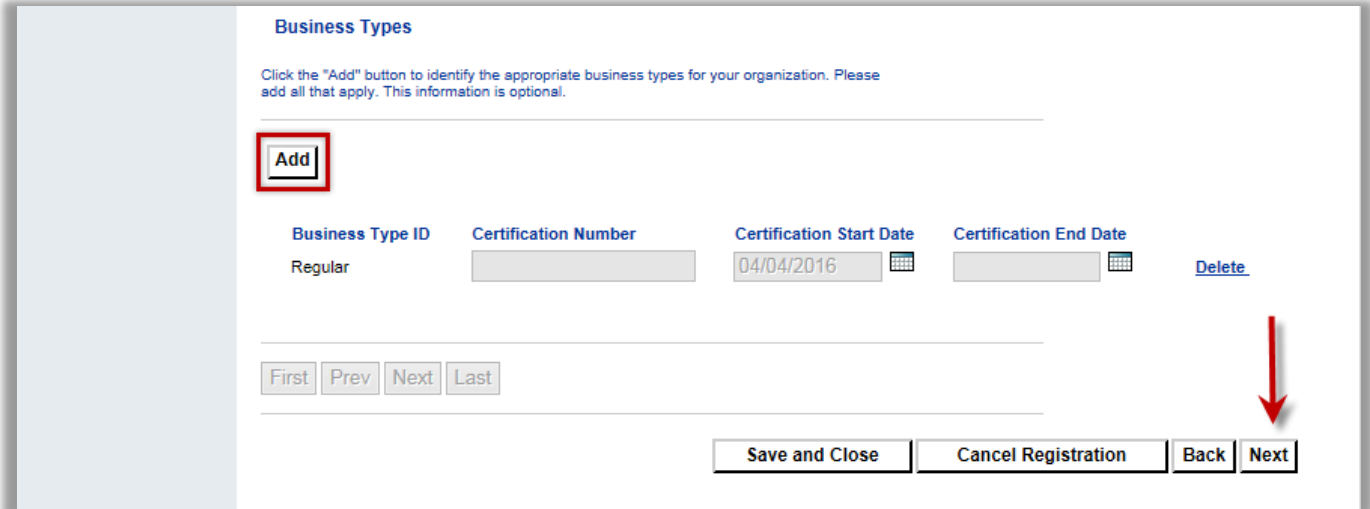
First Prev Next Last

OK Cancel

Search by Commodity Code or Commodity Description.

You can use an asterisk (*) or the percentage (%) symbol as a wildcard in your search for the Code or Description.

19. Click the **Add** button and select all Business Types that apply. Once you have made your selections you must click **OK** (not hit [Enter]) to add them to your vendor record.



Business Types

Click the "Add" button to identify the appropriate business types for your organization. Please add all that apply. This information is optional.

Add

Business Type ID	Certification Number	Certification Start Date	Certification End Date	
Regular		04/04/2016		Delete

First Prev Next Last

Save and Close Cancel Registration Back **Next**

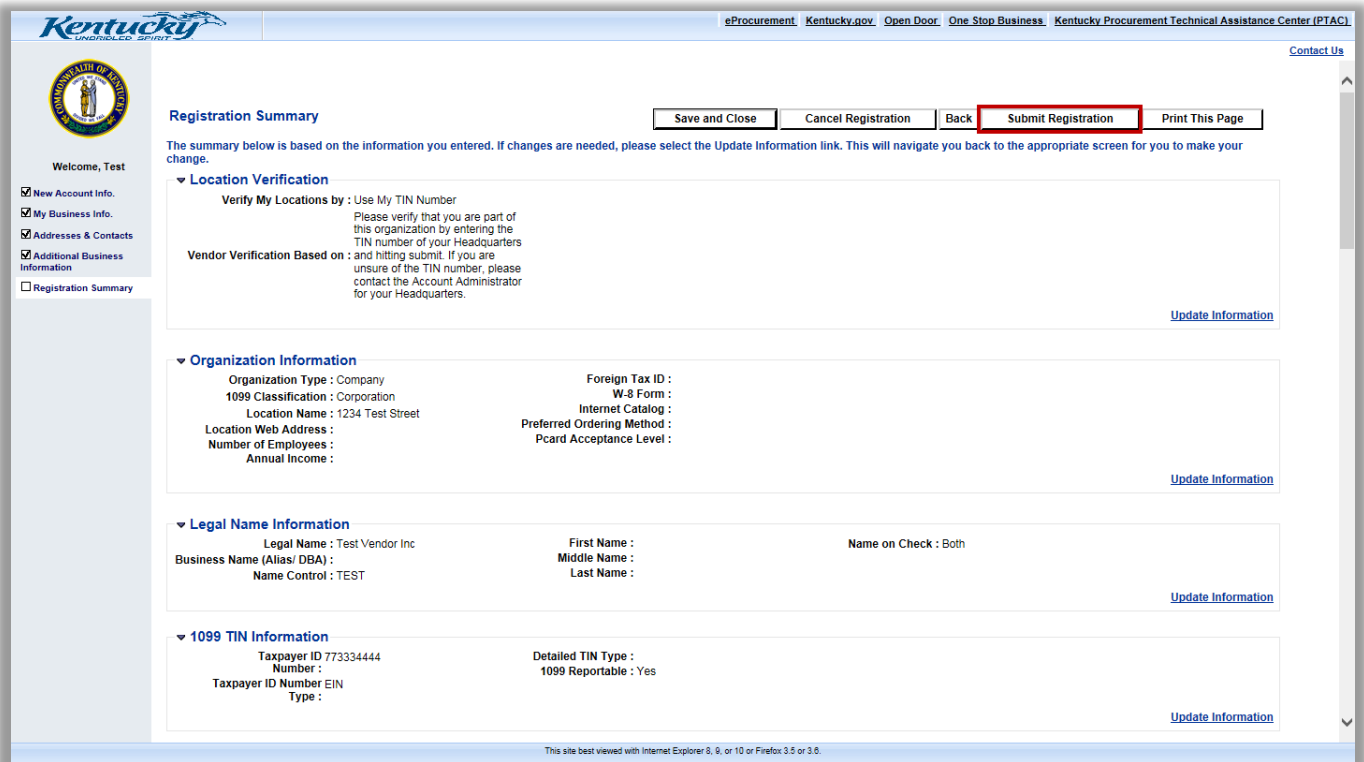
20. After associating the Commodity Code(s) or Business Type(s) to your account, click the **Next** button.

Please Note:

As a courtesy you will be able to receive automatic email notifications of bid opportunities pertaining to the commodity code(s) you have added to your organization. The email pertaining to the commodity codes will be sent to the contact for your Ordering address and the Account Administrator if they are different. However, vendors are still encouraged to browse "Solicitations" to ensure that they are aware of all bid opportunities. You may find that you can provide the goods or services for a solicitation but are not currently registered for that particular commodity. At any time you can update your account profile to add more commodities.

Registration Summary

21. The *Registration Summary* page should be displayed. Review and verify that the information you have entered for your VSS account registration is correct. Click on the **Back** button or **Update Information** link to go to the previous pages to make corrections, or click the **Submit Registration** button.



Kentucky eProcurement Kentucky.gov Open Door One Stop Business Kentucky Procurement Technical Assistance Center (PTAC)

Welcome, Test

☒ New Account Info.
☒ My Business Info.
☒ Addresses & Contacts
☒ Additional Business Information
☐ Registration Summary

Registration Summary Save and Close Cancel Registration Back **Submit Registration** Print This Page

The summary below is based on the information you entered. If changes are needed, please select the Update Information link. This will navigate you back to the appropriate screen for you to make your change.

Location Verification

Verify My Locations by : Use My TIN Number
Please verify that you are part of this organization by entering the TIN number of your Headquarters and hitting submit. If you are unsure of the TIN number, please contact the Account Administrator for your Headquarters.

Vendor Verification Based on :
[Update Information](#)

Organization Information

Organization Type : Company Foreign Tax ID :
1099 Classification : Corporation W-8 Form :
Location Name : 1234 Test Street Internet Catalog :
Location Web Address : Preferred Ordering Method :
Number of Employees : Pcard Acceptance Level :
Annual Income :
[Update Information](#)

Legal Name Information

Legal Name : Test Vendor Inc First Name :
Business Name (Alias/ DBA) : Middle Name : Name on Check : Both
Name Control : TEST Last Name :
[Update Information](#)

1099 TIN Information

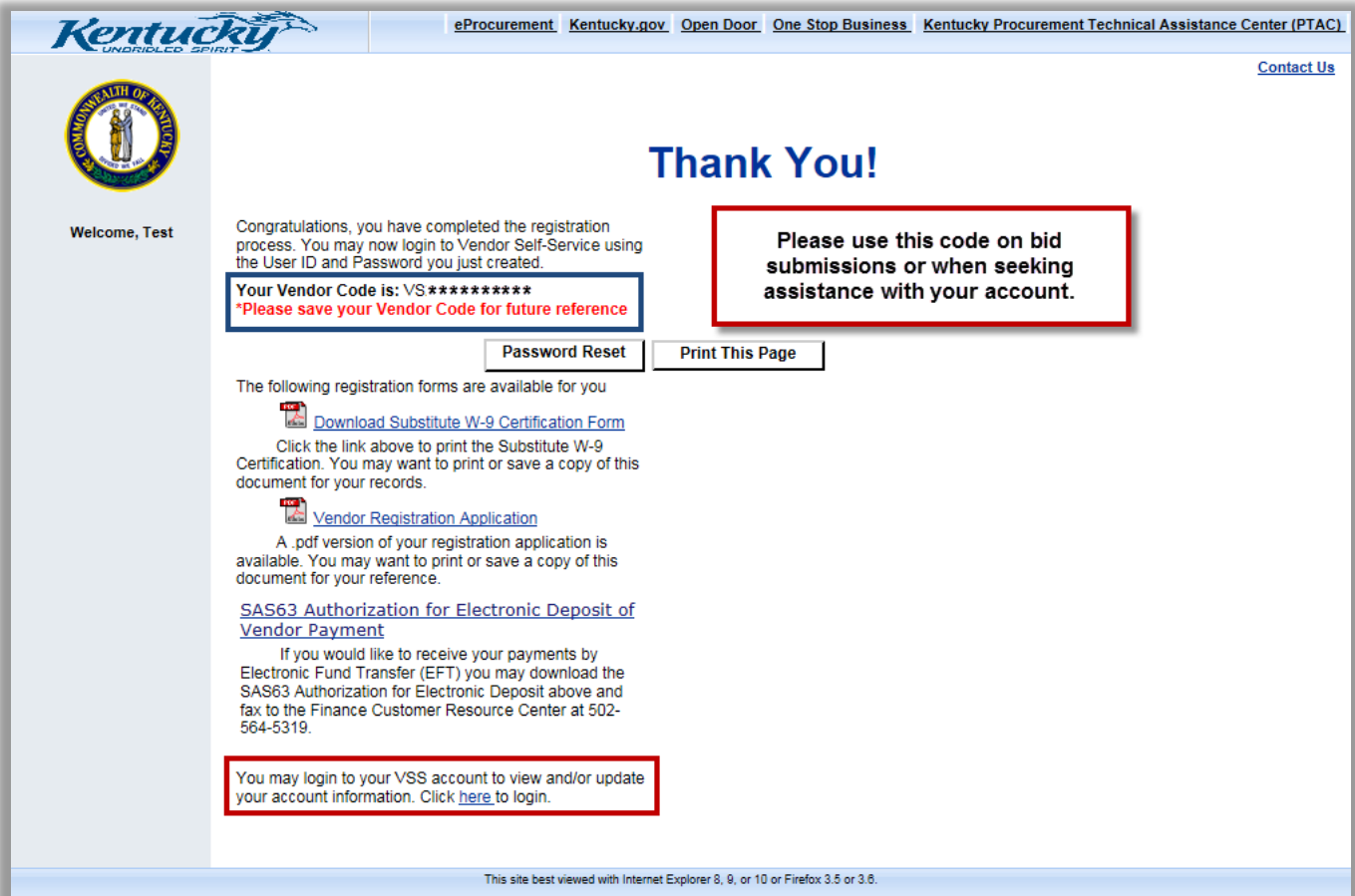
Taxpayer ID 773334444 Detailed TIN Type :
Number : 1099 Reportable : Yes
Taxpayer ID Number EIN Type :
[Update Information](#)

This site best viewed with Internet Explorer 9, 8, or 10 or Firefox 3.5 or 3.6.

Thank You!

22. The *Thank You!* page should be displayed.

23. An email will be sent to your email address to acknowledge receipt of your VSS registration.



The screenshot shows the 'Thank You!' page of the Kentucky Vendor Self-Service system. The page header includes the Kentucky state logo and navigation links: eProcurement, Kentucky.gov, Open Door, One Stop Business, and Kentucky Procurement Technical Assistance Center (PTAC). A 'Contact Us' link is in the top right. The main content area features a large 'Thank You!' heading. Below it, a message states: 'Congratulations, you have completed the registration process. You may now login to Vendor Self-Service using the User ID and Password you just created.' A box displays the 'Your Vendor Code is: VS*****' with a red warning: '*Please save your Vendor Code for future reference'. To the right, a red-bordered box contains the instruction: 'Please use this code on bid submissions or when seeking assistance with your account.' Below these are buttons for 'Password Reset' and 'Print This Page'. A section titled 'The following registration forms are available for you' lists links for 'Download Substitute W-9 Certification Form' and 'Vendor Registration Application'. It also provides information about the 'SAS63 Authorization for Electronic Deposit of Vendor Payment'. At the bottom, a red-bordered box states: 'You may login to your VSS account to view and/or update your account information. Click [here](#) to login.'

24. Once the Customer Resource Center has verified your registration information, you will receive another email to confirm completion of your registration. ***This email may contain a request for more information.***

4 – Additional Resources

If you have any questions, please contact the help desk at (502) 564-9641, Toll Free at (877) 973-4357 or Finance.CRCGroup@ky.gov.

Additional information is available on the Commonwealth's Purchasing and eProcurement Services website: eprocurement.ky.gov